



## **Financial Affairs Collaboration Team (FACT)**

**June 11, 2025**

**10AM-11AM**

**<https://csusb.zoom.us/j/81447480238>**

### **Minutes**

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#### **University Police Updates**

- No updates.

#### **Parking Services Updates**

- Shontel Zamora
  - Announced that parking permits for faculty and staff will remain virtual; no physical permits will be issued. Up to four vehicles can be linked to each virtual permit, and existing vehicles will transition automatically upon renewal.
  - Retiree permits are still complimentary but are now charged to the President's Office
  - FERP faculty must now purchase permits at a discounted faculty/staff rate online, available by semester or annually.
  - Starting July 1, volunteer permits will no longer be complimentary. Volunteers must purchase general parking permits through the portal, with daily, monthly, semester, and annual options.

#### **Accounting Updates**

- Khristine Barraza
  - Most campus submission deadlines for fiscal year-end close have passed, including transfers of expense, chargebacks, and invoice requests.
  - Accounting Services is now focused on processing submitted requests and working through the year-end checklist.
  - The team is on time and on task, with May close expected to wrap up this week.
  - Departments are encouraged to reach out with any questions.



- Michelle Bulaon
  - Auxiliary Accounting is currently focused on the interim audit by CLA, specifically the single audit.
  - Key upcoming deadlines:
    - June 12: Last day for auxiliaries to submit budget transfers, expense transfers, and invoice requests.
    - June 16: Last day to submit journal entries, journal requests, and PO requisitions to Kathleen Ingersoll for UEC (FY 24–25).
    - June 18: General Ledger will close for May entries.

### **Accounts Payable, Travel & Procurement Updates**

- Jay Wood
  - Robin Bewley from Procurement received the CSU Procurement Excellence Award this year.
  - Updates on CSU P2P system implementation will be shared via a one-sheet summary.
  - Requisitions should now reflect the correct accounting period for FY 25–26. Incorrect entries will be returned for correction.
  - Staff are strongly encouraged to attend the upcoming travel training to understand changes to the travel policy.
  - Several major initiatives are underway, including updates to travel and hospitality policies and the P2P implementation.
- Amber Schneck
  - All year-end deadlines for Accounts Payable have passed. The team is now focused on entering submitted invoices before fiscal year-end close.
  - Any new items requiring accrual can still be accounted for, but new invoice entries will not be accepted past the deadline.
  - Trainings on the new Direct Pay and Hospitality Worksheet process have been held. Another session is scheduled for June 23 at 2 PM.
  - Staff who missed earlier sessions are encouraged to sign up through the Staff Development Center. Additional trainings will be offered in July.
- Manorama Sinha
  - Travel deadlines have passed, but expense reports for completed trips can still be submitted. The last day for approving these reports is Tuesday, June 17.
  - A travel training session is scheduled for June 16 to cover the new travel policy and upcoming changes to Concur.
  - The training will be a hybrid format, held in person at the Staff Enrichment Center, Room 107, and also available via Zoom.



- Staff are encouraged to register and attend to stay informed about the changes.

#### **Facilities and Risk Management Updates**

- No updates.

#### **Budget Updates**

- Homaira Masoud
  - The Governor's May Revision, released on May 14, shows improvement for the CSU budget.
  - The initial January proposal had an 8% reduction (\$375M), but the May revision reduced the cut to 3% (\$144M).
  - This revision is not final; further negotiations are expected among the branches of government and stakeholders.
  - The final state budget will be released by the end of June. While the outlook has improved, funding is still below ideal levels.
- Alex Maculsay
  - Payroll transfers and budget amendments must be submitted by the firm deadline of June 18.

#### **ITS Updates**

- No updates.

#### **Student Financial Services Updates**

- Claudia Enriquez
  - The last day to accept departmental deposits for posting in the current fiscal year is June 23. Deposits received after this date will post in the next fiscal year unless special arrangements are made.
  - The deadline to accept payments to students was May 30; any payments received now will be posted in July.
  - For fiscal year 25–26, all but four departments have submitted their cash handling location forms. The approval process is ongoing, and efforts continue to get full compliance soon.

#### **Support Services Updates**

- No updates.



### **Questions/Comments**

- No questions or comments.